



OFFICE OF ADMINISTRATIVE HEARINGS  
SPECIAL EDUCATION DIVISION

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State of California

Department of General Services

**SPECIAL EDUCATION TRANSCRIPT REQUEST**

**OAH-5A**

Each party is entitled to a written (transcript) or electronic (e.g. copies of tapes or a digital audio recording) version of the verbatim record of the due process hearing. (20 U.S.C. § 1415(h)(3); Cal. Ed.Code § 56505, subd.(e).) Parents are entitled to either the transcript or the electronic version of the verbatim record at no cost. **Please note: if the purpose of the request is for an appeal, the reviewing court will require a written transcript.** Parents are also entitled to the remainder of the administrative record including copies of exhibits at no cost for an appeal.

School districts and other parties must pay in advance for requested transcripts, the electronic record and other designated portions of the administrative record. Parents must pay in advance for a version of the verbatim record beyond that provided at no cost. All parties must pay in advance for extra costs associated with a requested expedited verbatim record.

**INSTRUCTIONS:** Complete this form, sign it, and either mail, or send by FAX to the attention of the TRANSCRIPT COORDINATOR. A copy must also be provided to the opposing party. When payment is required, an "OAH-33 Transcript Cost Estimate" will be sent to you based on the Information you provide.

REQUESTOR'S NAME

MAILING ADDRESS

CITY, STATE, ZIP

PHONE NUMBER

FACSIMILE NUMBER

CASE NAME

OAH #:

HEARING DATES:

ADMINISTRATIVE LAW JUDGE:

PURPOSE: \_\_\_\_\_

TYPE OF REQUEST: Transcript (Hearing Only) \_\_\_ Electronic Record (Hearing Only) \_\_\_

Administrative Record (Complete) \_\_\_

Regular Processing: 30 - 45 days \_\_\_ Expedited Processing: 8 - 14 days \_\_\_ 15 - 30 \_\_\_

If Expedited, date transcript needed by:

Cost to be determined

When payment is required, transcripts will not be released until **FULL PAYMENT** is received.

Signature of Requesting Party \_\_\_\_\_

Date: \_\_\_\_\_